

~~SECRET~~

[REDACTED]
20 February 1957

25X

MEMORANDUM FOR: Chief, Intelligence School, OTR

VIA : FI Training Officer

SUBJECT : Supervisory Course for Part-Time Night Shift

25X9

1. In March 1956, the Records Integration Division initiated a part-time night shift. At the present time there are [REDACTED] part-time night shift employees on duty, and the anticipated strength of the force is [REDACTED]. The duty hours are from 1930 to 2330 hours, Monday through Friday.

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2. The Basic Management and Basic Supervision Courses under the excellent direction of [REDACTED]

[REDACTED] have greatly benefited this Division, and it is felt that the supervisors of the part-time night shift might also profit if the basic elements of these courses were made available to them during their duty hours. At present, there are approximately seven (7) to ten (10) candidates available for this course.

3. Any effort on the part of the Intelligence School of the Office of Training to present a supervisory course to this shift will be greatly appreciated. This Division will furnish the space necessary at the convenience of the Intelligence School.

/s/

[REDACTED]
Chief, RI

25X1

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COPY

| | | |
|--|----------|------------------------|
| TRANSMITTAL SLIP | | DATE <i>4/16/57</i> |
| TO: <i>Bernice</i> | | |
| ROOM NO. | BUILDING | |
| REMARKS: <i>Here's a copy of the basic that should have been attached to 57/TR-1-1649 which we sent over yesterday for Mr. Baird's signature. Sorry I goofed.</i> | | |
| FROM: <i>Lois</i> | | |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED

(47)